

PUBLIC INFORMATION & COMMUNICATION SERVICES (PICS)
NIH - TASK ORDER

RFTOP#275 TITLE: 6 Spanish Brochures - NINDS

PART I – REQUEST FOR TASK ORDER (TO) PROPOSALS

A. POINT OF CONTACT NAME: **Pamela Jones**

Phone: 301-496-5924 Fax: (301) 402-2186

Proposal Address:
9000 Rockville Pike
Bldg 31, Rm 8A07
Bethesda, MD 20892

Billing Address:
Accounts Payable, OFM, NIH
Bldg. 31, Rm. B1B39
Bethesda, MD 20892-2045

B. PROPOSED PERIOD OF PERFORMANCE: *140 days from date of award.*

C. PRICING METHOD: *Firm Fixed Price or Time and Material*

D. PROPOSAL INSTRUCTIONS: Submit electronically to the POC. *Contractor will submit sample Spanish translations of patient-education brochures. Translations should be understandable to a general, non-medical audience, ie, patients and families. If firms have no specific samples, they may submit similar samples.*

E. RESPONSE DUE DATE: August 29, 2005

F. TASK DESCRIPTION:

The NINDS requests that the following brochures be translated from English into Spanish:

1. Shingles (4,735 English words)
2. Dementias (14,530 English words)
3. Traumatic Brain Injury (10,196 English words)
4. Peripheral Neuropathy (4,313 English words)
5. Low Back Pain (5,670 English words)
6. Tourette Syndrome (2,626 English words)

The NINDS will provide the contractor with electronic Word documents and hard copies of these six (6) brochures in English. Translations will be submitted to the NINDS (as electronic Word documents) on the following schedule:

1. Shingles: due to NINDS 2 months (40 working days) after issuance of contract
2. Dementias: due to NINDS 4 months (80 working days) after issuance of contract

3. Traumatic Brain Injury: due to NINDS 6 months (120 working days) after issuance of contract
4. Peripheral Neuropathy: due to NINDS 3 months (60 working days) after issuance of contract
5. Low Back Pain: due to NINDS 5 months (100 working days) after issuance of contract
6. Tourette Syndrome: due to NINDS 7 months (140 working days) after issuance of contract

G. EVALUATION FACTORS.

1. *Prior experience producing Spanish-language translations on medical topics.*
2. *Ability to meet deadlines.*

TO # NICS-275

TITLE: 6 Spanish Brochures - NINDS

PART II - CONTRACTOR'S REPLY: CONTRACT #263-01-D-0_____

Contractor:

Points of Contact:

Phone-

Fax-

Address:

TOTAL ESTIMATED COST:

Pricing Method

TOTAL ESTIMATED NUMBER OF HOURS:

PROPOSED COMPLETION DATE:

FOR THE CONTRACTOR:_____

Signature

Date

SOURCE SELECTION:

WE HAVE REVIEWED ALL SUBMITTED PROPOSALS HAVE DETERMINED THIS FIRM
SUBMITTED THE BEST OVERALL PROPOSAL AND THE PRICE/COST IS REASONABLE.

Billing Reference # _____

Appropriations Data: _____

RECOMMENDED:

FAX #

Signature - Project Officer

Date

APPROVED:_____

FAX #

Signature - Contracting Officer

Date

NIH APPROVAL -

CONTRACTOR SHALL NOT EXCEED THE ESTIMATED LABOR HOURS OR ESTIMATED TASK ORDER
AMOUNT WITHOUT THE WRITTEN APPROVAL OF THE CONTRACTING OFFICER & PICS
COORDINATOR

APPROVED:_____

Signature -Larry Manning, NIH-PICS Coordinator

Date